



# Project Manager 3, Information Technology

## Non-Classified Classification

**Open for Recruitment:** March 29, 2012 – Open until filled

**Announcement #** NONCLS090029

**Salary Range:** \$28.85 - \$34.14 hourly (\$60,008 - \$71,011 yearly) [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**The State Department of Education is has  
an opening for an IT Project Manager 3 in Boise.**

The State Department of Education is recruiting for a qualified Information Technology Project Manager 3 to aid in the planned implementation of several major technology projects. The Project Manager 3 level requires the incumbent be an expert in project management, including planning, development, implementation and evaluation of large, complex projects. The incumbent will direct the development of project goals, work plans, timelines, and implementation strategies. Incumbents manage and are accountable for project budgets and contracts. Additional duties include vision, scope, policy and procedure coordination, progress reporting, and auditing, under the direction of the Chief Information Officer. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

### RESPONSIBILITIES:

Project Manager 3 duties may include, but are not limited to:

- Identifying decision-making issues and key stakeholders.
- Developing and implementing strategies to encourage and obtain stakeholder and/or community awareness and support, and identifying project partners.
- Identifying and coordinating with program committees and advisory groups.
- Administering project budgets, authorizing expenditures, and developing and monitoring contracts, grants, and RFP's.
- Manage project staff and provide direction to a large and diverse project team.
- Training and advising staff, project advocates, and program participants.
- Planning, facilitating and conducting meetings.
- Measuring, evaluating and communicating project performance.

### MINIMUM REQUIREMENTS:

Experience in the following:

- Managing major projects including development of project scope, goals, work plans, timelines, implementation strategies, and measurement processes/methods for assessing progress toward goals and project outcomes.
- Interpreting and explaining specialized or complex material into information usable by the public.
- Developing and monitoring contracts.
- Developing and promoting support for a service program.
- Working with current generation computers and software systems.
- Researching, planning, organizing, monitoring, and evaluating an education-related program.

- Using Management Information Systems including databases, applications, and network infrastructure for project or program applications.
- Knowledge of data processing systems, including federal and state programs and related laws and regulations.
- Knowledge of laws, regulations, policies and procedures governing federal and state education programs.
- Knowledge of the design, capabilities, operations and federal certification requirements for integrated automated systems currently used by State programs and their interfacing automated systems.
- Mediating conflicts and negotiating agreements.
- Developing written reports, communication documents, and making formal and informal presentations.
- Identifying, applying for, and administering grant funds.

#### TO APPLY:

Please submit **1.)** a letter of interest, **2.)** the professional staff employment application (see link below), **3.)** your resume'/CV, and **4.)** three (3) professional letters of recommendation OR the names and contact information of three (3) professional references to:

**State Department of Education**  
**Human Resources Office**  
**650 W. State Street**  
**P.O. Box 83720**  
**Boise, ID 83720-0027**  
**Fax: (208) 334-2228**  
**E-Mail: [hr@sde.idaho.gov](mailto:hr@sde.idaho.gov)**

Your letter of interest and/or resume' should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at: [http://www.sde.idaho.gov/site/job\\_openings/](http://www.sde.idaho.gov/site/job_openings/)

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

#### TIMEFRAMES:

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. **Application review will begin immediately. Application screening will continue until the position is filled.** It is to the applicant's advantage to submit materials as soon as possible.

Finalists may be asked to provide additional information, documentation, or transcripts. **Interview dates have not been determined at this time.** Those applicants not selected will be notified. **This announcement will be closed without notice once a qualified candidate is identified and accepts the position.**

**Thank you for your interest in employment  
with the State Department of Education!**

#### **OVERTIME NOTICE:**

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment